

# 2004 GOVERNOR'S INDUSTRIAL SAFETY AND HEALTH CONFERENCE

## SPEAKER INFORMATION

**Send your 3 page completed form by June 14, 2004 to:**

Governor's Industrial Safety and Health Conference  
Department of Labor and Industries  
ATTN: Char Alexander  
PO Box 44642  
Olympia WA 98504-4642

Fax: (360) 902-5290  
E-Mail: [ALEN235@LNI.WA.GOV](mailto:ALEN235@LNI.WA.GOV)

We will use this information to describe you and your presentation in the conference program.  
Please make sure we have your completed form by **June 14, 2004**, so we can give you proper credit.

|                          |        |  |  |             |        |  |      |  |  |
|--------------------------|--------|--|--|-------------|--------|--|------|--|--|
| Your Name:               |        |  |  | Your Title: |        |  |      |  |  |
| Company Name:            |        |  |  |             |        |  |      |  |  |
| Address:                 |        |  |  |             |        |  |      |  |  |
| City:                    |        |  |  | State:      |        |  | Zip: |  |  |
| Phone:                   | (    ) |  |  | Fax:        | (    ) |  |      |  |  |
| E-Mail:                  |        |  |  |             |        |  |      |  |  |
| Suggested Program Title: |        |  |  |             |        |  |      |  |  |

Biographical information for Program and Introduction:

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Target Audience: ☐ Employee  
(Check all that apply) ☐ Supervisor/Foreman  
☐ Person with collateral safety duty  
☐ Safety committee member

☐ Safety and health professional  
☐ Consultant  
☐ Government official

Presentation Level (Check One): ☐ Basic ☐ Intermediate

For purposes of our conference please use the following guidelines:

**Basic:** Will address fundamentals of the subject and be readily understood by people with limited background. Material should provide a conceptual overview of the subject matter and a broad focus on general concepts. These presentations are appropriate for an employee or supervisor/foreman who has little knowledge of workplace safety and health.

**Intermediate:** Will address specific areas of interest or concern. Material may require knowledge of fundamentals and industry specific terms. Material should have a fairly narrow focus on technical subjects and perhaps dwell more on application of a specific issue rather than a broad focus. Basics should be presumed and not reviewed.

**MUST BE RETURNED BY JUNE 18, 2004**

**Send your 3 page completed form by June 14, 2004**

Using approximately 25-75 words, summarize your presentation for the printed conference program. Please give attendees an idea of the information they will receive from your presentation and why it should be important to them. *(See example below)*

[illegible]

**EXAMPLE:**

*Citizens of the Pacific Northwest face the possibility of a number of different kinds of natural disasters. In this workshop, you will receive basic information on how to prepare yourself and your family to deal with these disasters and their aftermath. It includes a 29-minute video entitled "Perilous Beauty" showing the dangers of Mount Rainier.*

Are you willing to provide a name and phone number that delegates can contact after the conference to receive additional information?

**Yes** ☐ **No** ☐

Will there be a question/answer time at the end of your presentation?

**Yes** ☐ **No** ☐

Please order your audio visual equipment on the attached form.

**PLEASE NOTE:**

In order to include your information in the program, and be able to guarantee equipment to fill your needs, we **MUST** receive this completed form by **JUNE 18, 2004.**

**Overheads should be prepared in type fonts no smaller than 18 points – 24 and 36 points is preferable and should have no more than 15-20 words.**

**MUST BE RETURNED BY JUNE 18, 2004**

**IF THIS FORM IS NOT RECEIVED BY JUNE 14, 2004,  
EQUIPMENT CAN NOT BE GUARANTEED**

## **EQUIPMENT REQUEST FORM**

**Governor's Industrial Safety & Health Conference - Spokane 2004**

Please list below, any equipment, such as: Monitor, VCR, Light Box (projectors), Microphones, Flip aCharts/Paper, White Boards, Markers, Screens, etc. Be sure to include how many of each item you will need.

### **WE DO NOT FURNISH COMPUTERS.**

We will furnish projectors to connect to a computer,  
but you must provide your own computer.

| <b>EQUIPMENT<br/>REQUESTED:</b> | <b>HOW<br/>MANY</b> | <b>EQUIPMENT<br/>REQUESTED</b> | <b>HOW<br/>MANY</b> |
|---------------------------------|---------------------|--------------------------------|---------------------|
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### **PLEASE FILL IN BELOW:**

|  |  |             |  |
|--|--|-------------|--|
| <b>Contact Person or<br/>Speaker Name:</b> |  |             |  |
| <b>E-Mail:</b>                             |  |             |  |
| <b>Phone:</b>                              |  | <b>Fax:</b> |  |
| <b>Presentation<br/>Title:</b>             |  |             |  |

### **ANY QUESTIONS OR CONCERNS, PLEASE CONTACT!**

|                |  |               |                |
|----------------|--|---------------|----------------|
| <b>Name:</b>   | Kathy Sortor   | <b>Phone:</b> | (360) 902-4849 |
| <b>E-Mail:</b> | <a href="mailto:CENI235@LNI.WA.GOV">CENI235@LNI.WA.GOV</a> | <b>Fax:</b>   | (360) 902-5459 |
| <b>Mail:</b>   | PO Box 44640, Olympia, WA 98504-4640                       |               |                |

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